

Financial Data Warehouse

Training Presentation for Institutions of Higher Education

State Controller's Office and
Technology Management Unit

Prepared by: Karoline Clark
Reporting and Analysis Section
State Controller's Office

12/11/2003

1

(No additional notes on this page.)

Introduction

Purpose of the FDW:

- To provide timely COFRS financial data.
- To provide users with custom reports and reports which can be converted to a spreadsheet for additional data manipulation.

12/11/2003

2

The Financial Data Warehouse is an internet-based reporting tool which allows users to pull data on a daily basis.

It is updated with each nightly COFRS cycle.

Overview

- Summary of the available FDW screens and sample reports

(No additional notes on this page.)

The screenshot shows a web browser window titled "Sign in to the Financial Data Warehouse - Microsoft Internet Explorer". The address bar is empty. The page content includes a title "State of Colorado Financial Data Warehouse" in a large, stylized font. Below the title, it says "Please log in!". A message states: "If you are locked out, please include your telephone number and user ID when you e-mail cofrs.csg@state.co.us." Another message states: "Access and use of this secure web site is restricted to authorized State of Colorado users only. Unauthorized use is strictly prohibited." There are two input fields: "User Name:" and "Password:". Below these fields is a "Sign In" button. At the bottom, there is a note: "(For questions regarding this system, please contact the System Administrator.)" followed by the email address cofrs.csg@state.co.us.

Sign in to the Financial Data Warehouse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

State of Colorado Financial Data Warehouse

Please log in!

If you are locked out, please include your telephone number and user ID when you e-mail
cofrs.csg@state.co.us.

Access and use of this secure web site is restricted to authorized State of Colorado users only.
Unauthorized use is strictly prohibited.

User Name:

Password:

(For questions regarding this system, please contact the System Administrator.)
cofrs.csg@state.co.us

Sign in using the ID you were assigned.

If you are unsuccessful 3 times, your ID will be suspended.

If your ID is suspended or if you have any questions about the FDW, click on the cofrs.csg link to send an e-mail message. Make sure to include your User ID and telephone number with any correspondence.



As you can see from the page, the Data Warehouse has sections for Search screens, Other Reports, Resources, and Standardized Agency, Organization, and Department reports.

This screen will show all link groups you currently have access to. For example, if you do not have Statewide access, the Statewide link will not show up.

Standardized Reports

- Reports may be pulled by Agency, Organization or Department.
- Most reports have drill-down capabilities to the transaction level.

12/11/2003

6

Standardized reports are listed on the right-hand side of the front page. They are broken into three major groups—Agency, Organization or Department.

You may pull either Daily reports (activity by day), Period/YTD reports (either year-to-date reports or by period) or Budget reports (comparing budget to actual expenditures or appropriations). Multiselect reports are also available, allowing you to pull more than one agency, organization, or other fields.

Examples of the Agency Period/YTD reports are on the following pages.

Standardized Period/YTD Reports

- Expenditure reports (account types 22 and 24)
- Revenue reports (account type 31)
- Balance Sheet reports (account types 01, 02, 03, 23)

12/11/2003

7

Account Types on the reports:

Balance Sheet reports (Types 01, 02, 03, 23)

Expenditure reports (Types 22 and 24)

Revenue reports (Type 31)

Agency Period/YTD Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

State of Colorado **Agency Period/YTD Reports** STATE OF COLORADO 1876

Report:

- Balance Sheet Activity by Fund (FNDBLAQ)
- Balance Sheet Activity by GBL (GBLBALAQ)
- Balance Sheet Activity by Reporting Category (RCBALAQ)
- Encumbrances by Fund and Appr. (ENCAQ)
- Encumbrances by Program and Object (ENCPAQ)
- Expenditures by Fund & Appr. (EXPAQ)

*See [Report Notes](#) for notes.

Agency:

- 998
- 999
- AA0
- AA1
- AA2
- AA3

Fiscal Year:

- 2004
- 2003
- 2002

Accounting Period:

- 02 (Aug)

Report Format:

- HTML
- EXCEL 2000
- EXCEL

☐ One Month

☒ As of Period

☐ As of Period by Month

☐ Year-to-Date

☐ Year-to-Date by Month

HOME Run Report **HELP**

Agency Period/YTD Reports:

Most standardized reports (other than Daily reports or Budget reports) can be run on a monthly, period-end date, year-to-date, or period-end/YTD across months.

If you choose **One Month** reports, you need to specify the accounting period you wish to see.

If you choose **As of Period** or **As of Period by Month** reports, you need to specify the ending accounting period.

If you choose **Year-to-Date** or **Year-to-Date by Month** reports, it will pull all activity through the previous night's activity.

The reports viewed **By Month** will show the activity with a column for each period.

FOCUS Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditure Transactions (Type 22 and 24) by Fund and Program for Agency:
For Fiscal Year: 2004 through Period: 03

Page 1 - Report ID: EXPRGAQ - Run Date: 11/14/03

Fund	Type	Program	Program Name	Object	Object Name	Amount
100	22	9200	OPERATING XFERS TO/FROM STATE	EQGB	OT EX DOHE/STATE APPR TO DOHE	\$40,533,046.00
310	22	1100	INSTRUCTION	2641	OTHER ADP BILLINGS-PURCH SERV	\$588,441.88
				2820	OTHER PURCHASED SERVICES	\$7,067.21
				4100	OTHER OPERATING EXPENSES	\$.00
				5530	DISTRIBUTIONS-LOCAL DIST COLL	\$3,311,499.00
				5550	DISTRIBUTIONS-SCHOOL DISTRICTS	\$3,433,661.00
*TOTAL PROGRAM 1100						\$13,340,669.07
		1400	ACADEMIC SUPPORT	1110	SPS REGULAR FT WAGES	\$15,716.08
				1111	SPS REGULAR PT WAGES	\$8.60
				1210	CN REGULAR FT WAGES	\$1,469.86
				2510	IN-STATE TRAVEL	\$337.20
				2520	IN-STATE TRAVEL-NON-EMPLOYEE	\$1,085.62
				2641	OTHER ADP BILLINGS-PURCH SERV	\$5,093.49
				3110	OTHER SUPPLIES & MATERIALS	\$67.96
				4180	OFFICIAL FUNCTIONS	\$167.75
*TOTAL PROGRAM 1400						\$24,546.56
		1500	STUDENT SERVICES	2510	IN-STATE TRAVEL	\$.00
				4100	OTHER OPERATING EXPENSES	\$.00
*TOTAL PROGRAM 1500						\$.00
		1600	INSTITUTIONAL SUPPORT	1110	SPS REGULAR FT WAGES	\$335,534.71
				1111	SPS REGULAR PT WAGES	\$473.37

This is an example of a report in HTML format. The data cannot be manipulated in this format.

In these and all reports on the Financial Data Warehouse, you may click on the blue underlined (hyperlink) fields to see the transaction detail for the amounts (see next screen).

Benefits of HTML format:

1. The data is in a final report format. It includes the header, with report name, and time periods of the report.
2. The data cannot be manipulated in this format, which may be useful if needed (also could be a drawback of this report format, see below).
3. In most cases, the reports have drill-down capabilities to get to the detailed transactions.

Drawbacks of HTML format:

1. The data cannot be manipulated. Therefore, any report you run will have all data included (it will pull every fund, for example, even if you only need to see fund 100).

FOCUS Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditure Transactions for Agency: Fund: 310, Program: 1400,
Object: 3110 and Type: 22 for Fiscal Year: 2004 through Period: 03
[EXCEL](#)

Page 1 - - - - - Report ID: EXPRGAQ1 - - - - - Run Date: 11/14/03

Fnd	Type	Appr	Org	Prog	Obj	Sub Obj	Rep Cat	Obj_Name	Trans ID	Ln	Accept Date	Vendor	Amount	Description	Grant	GBL	Prog	Func	Ref. Trans
310	22	LBA		1400	3110			OTHER SUPPLIES & MATERIALS	JV-	-04000		20030829		(\$5.44)					
									JV-	-J0		20030929		\$37.50	-068				
								1000 OTHER SUPPLIES & MATERIALS	IT-AEA-7101		01	20030807		\$4.00	-M2707				
									IT-AEA-7101		01	20030808		\$1.44	-M2707				
									IT-AEA-7101		01	20030813		\$.75	-M2707				
									IT-AEA-7101		01	20030828		\$.41	-M2707				
									IT-AEA-7101		01	20030828		\$2.13	-M2707				
									IT-AEA-7101		01	20031003		\$15.79	-M2707				
									IT-AEA-7101		01	20031003		\$5.73	-M2707				
									IT-AEA-7101		01	20031009		\$4.09	-M2707				
									IT-AEA-7101		01	20031009		\$4.10	-M2707				
									JV-	-0400		20030922		(\$2.54)	-828 MAIL				
								TOTAL FUND 310						\$67.96					
								TOTAL						\$67.96					

Done Internet

This report shows the detail of one amount from the previous report.

On drill-down reports, if you would like to use the data in Excel for manipulating or sorting the data, you may click on the blue underlined (hyperlink) EXCEL in the header of the report.

The next screen will show the EXCEL format.

In the EXCEL format, you may sort the data by any field you choose.

To use EXCEL toolbars, click on View, Toolbars, and then Standard, Formatting, or other toolbars you would like to use.

When you are done manipulating the data, save the file by clicking on File, Save As, and naming your report.

Benefits of using EXCEL format:

1. You are able to easily manipulate data to get the information you need. You may delete any lines that are not useful to you, and you can add subtotals, shading, etc. to your report. You may also create pivot tables and graphs using this format.

Drawbacks of using EXCEL format:

- 1. The data is not in a good-looking report format. There are no subtotals or totals, the report name is not showing on EXCEL reports, and the time frame of the report is also not included on the EXCEL report. You can manually add this information if needed.**
- 2. When pulling a report in EXCEL format from the front page, hyperlinks are not available to get to the detailed transactions. You would need to run the report in another format, then click on the EXCEL hyperlink on the detail screen.**

To exit this screen, click on the Back button on the browser toolbar. If you are not able to leave the spreadsheet, click on the arrow NEXT TO the Back button and click on the report page (such as, Agency Period/YTD reports). This will take you back to the front page of the Agency Period/YTD reports.

The next two screens will show the Expenditures by Fund and Program report, pulled as an Excel 2000 format and a PDF format.

http://idw.state.co.us/cgi-bin/ibi_cgi/ibiweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File=usqx1v.xls

STATE OF COLORADO FINANCIAL DATA WAREHOUSE

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditure Transactions (Type 22 and 24) by Fund and Program for Agency:
For Fiscal Year: 2004 through Period: 03

Page 1 - Report ID: EXPRGAQ - Run Date: 11/03/03

Fund	Type	Program	Program Name	Object	Object Name	Amount
100	22	9200	OPERATING XFERS TO/FROM STATE	EQGB	OT EX DOHE/STATE APPR TO DOHE	\$40,533,046.00
310	22	1100	INSTRUCTION	2641	OTHER ADP BILLINGS-PURCH SERV	\$588,441.86
				2620	OTHER PURCHASED SERVICES	\$7,067.21
				4100	OTHER OPERATING EXPENSES	\$0.00
				5530	DISTRIBUTIONS-LOCAL DIST COLL	\$3,311,499.00
				5550	DISTRIBUTIONS-SCHOOL DISTRICTS	\$9,433,661.00
			TOTAL PROGRAM 1100			\$13,340,669.07
		1400	ACADEMIC SUPPORT	1110	SPS REGULAR FT WAGES	\$15,716.08
				1111	SPS REGULAR PT WAGES	\$8.60
				1210	CN REGULAR FT WAGES	\$1,469.86
				2510	IN-STATE TRAVEL	\$937.20
				2520	IN-STATE TRAVEL/NON-EMPLOYEE	\$1,085.62
				2641	OTHER ADP BILLINGS-PURCH SERV	\$5,093.49
				3110	OTHER SUPPLIES & MATERIALS	\$67.96
				4180	OFFICIAL FUNCTIONS	\$167.75
			TOTAL PROGRAM 1400			\$24,546.56
		1500	STUDENT SERVICES	2510	IN-STATE TRAVEL	\$0.00
				4100	OTHER OPERATING EXPENSES	\$0.00
			TOTAL PROGRAM 1500			\$0.00
		1600	INSTITUTIONAL SUPPORT	1110	SPS REGULAR FT WAGES	\$335,534.71
				1111	SPS REGULAR PT WAGES	-\$473.37
				1121	SPS TEMPORARY PT WAGES	\$480.00
				1210	CN REGULAR FT WAGES	\$387,381.48
				1211	CN REGULAR PT WAGES	\$23,623.80
				1221	CN TEMPORARY PT WAGES	\$22,175.71
				1242	CN SICK LEAVE CONVERSION PAY	\$9,159.98
				1320	PER DIEM WAGES	\$6,000.00

As you can see from this report, it is in Excel 2000 format, with headers, report name, subtotals, and totals. You are able to delete any lines that are not applicable to your needs.

Benefits of EXCEL 2000 format:

1. The reports are in Excel format, with headers, report name, subtotals and totals in the report.
2. You are able to click on a blue hyperlink to drill down to the transaction level.
3. You are able to delete any lines that are not applicable to your needs. (See Drawback #1)

Drawbacks of EXCEL 2000 format:

1. If you make changes to any lines, you will need to add formulas to the subtotal and total lines. Currently, the subtotals and totals are numbers, NOT formulas and do not change when lines are changed.
2. Data cannot be easily sorted, since repeated sort information is listed only once (Fund 310, in this example).

http://fdw.state.co.us/cgi-bin/bi_cgi/biweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File=w1stu.pdf - Microsoft Internet Explorer

Address http://fdw.state.co.us/cgi-bin/bi_cgi/biweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File=w1stu.pdf

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditure Transactions (Type 22 and 24) by Fund and Program for Agency:
For Fiscal Year: 2004 through Period: 03

Page 1 Report ID: EXPRGAQ Run Date: 11/03/03

Fund	Program Name	Object	Object Name	Amount
180	OPERATING YEARS TO/FROM STATE INSTRUCTION	EQ24B	OT EX DOH/STATE APPR TO DOH/	\$40,433,045.00
310		2641	OTHER ADP BILLINGS-PURCH SERV	\$288,411.00
		2820	OTHER PURCHASED SERVICES	\$7,032.71
		4100	OTHER OPERATING EXPENSES	\$0.00
		5530	DISTRIBUTIONS-LOCAL DIST COLL	\$3,311,407.00
		5550	DISTRIBUTIONS-SCHOOL DISTRICTS	\$9,433,521.00
TOTAL PROGRAM 1100				\$13,340,668.07
1400	ACADEMIC SUPPORT	1110	SPS REGULAR FT WAGES	\$15,716.08
		1111	SPS REGULAR PT WAGES	\$0.00
		1210	CR REGULAR FT WAGES	\$1,429.50
		2510	IN-STATE TRAVEL	\$107.20
		2520	IN-STATE TRAVEL-NON EMPLOYEE	\$1,035.22
		2641	OTHER ADP BILLINGS-PURCH SERV	\$1,000.00
		3110	OTHER SUPPLIES & MATERIALS	\$162.00
		4180	OFFICIAL FUNCTIONS	\$150.00
TOTAL PROGRAM 1400				\$24,545.56
1500	STUDENT SERVICES	2510	IN-STATE TRAVEL	\$0.00
		4100	OTHER OPERATING EXPENSES	\$0.00
TOTAL PROGRAM 1500				\$0.00
1600	INSTITUTIONAL SUPPORT	1110	SPS REGULAR FT WAGES	\$335,634.71
		1111	SPS REGULAR PT WAGES	\$173.00
		1121	SPS TEMPORARY PT WAGES	\$180.00
		1210	CR REGULAR FT WAGES	\$38,731.43
		1211	CR REGULAR PT WAGES	\$20,028.00
		1221	CR TEMPORARY PT WAGES	\$2,175.71
		1242	CR SICK LEAVE/CONVERSION PAY	\$1,100.00
		1320	PER DIEM WAGES	\$1,000.00
		1340	EMPLOYEE CASH INCENTIVE AWARDS	\$1,750.00
		1510	SPS DENTAL INSURANCE	\$2,321.00
		1511	SPS HEALTH INSURANCE	\$8,033.00
		1610	CRS JEC INSURANCE	\$101.11

This is a report in PDF format.

Benefits of PDF format:

1. Data cannot be modified (also a drawback).
2. Drill-downs to detailed transactions are available.

Drawbacks of PDF format:

1. Data cannot be modified.
2. Some reports do not fit on a page and formatting is not easily changed.

Standardized FDW Reports – Higher Ed

- Expenditures by Fund and Program
(Report EXPRGAQ)
- Revenues by Fund and Program
(Report RVPRGAQ)
- Balance Sheet Activity by Fund
(Report FNDBLAQ)

12/11/2003

14

These reports may be useful to FDW users in Higher Ed. They can all be found in the Agency Period/YTD reports page.

Notes on running reports:

Please be aware of the criteria you are choosing when pulling a report.

- You may be wanting to pull FY03 data, for example, but instead are pulling FY04 data.
- In short, please look at your final reports to see if they look reasonable for what you are expecting.

Please DO NOT submit a report more than once.

- If you start a report and then cancel it using the STOP button, the report continues to run in the background.
- Please allow your report to return before running the report again.

12/11/2003

15

When looking at your report, you may want to check the figures against a known number, or spot-check a few numbers within your report.

Running multiple reports can slow down the FDW system, especially during peak times.

Address <http://fdw.state.co.us/DSagym.asp?i=> Go Links



Agency Multiselect



Report:

- Balance Sheet Activity by Fund (FNDBLAM)
- Balance Sheet Activity by GBL (GBLBALAM)
- Balance Sheet Activity by Reporting Category (RCBALAM)
- Encumbrances by Fund & Appr. (ENCAM)
- Encumbrances by Program & Object (ENCPAM)
- Expenditures by Fund & Appr. (EXPAM)

Agency:

- 998
- 999
- AA0
- AA1
- AA2
- AA3

Fiscal Year:

- 2003
- 2002
- 2001

Accounting Period:

- 11 (May)

Report Format:

- HTML
- EXCEL 2000
- EXCEL

☐ One Month

☒ As of Period

☐ As of Period by Month

☐ Year-to-Date

☐ Year-to-Date by Month

[HOME](#) [Run Report](#) [HELP](#)

Done Internet

Similar to the Agency YTD/Period End reports, however, any fields highlighted in red can have more than one selection.

Use the CTRL or SHIFT keys to select more than one agency.

Sort Columns

	Sort Field	Sub-totals	Show Name
1	None	<input type="checkbox"/>	<input type="checkbox"/>
2	None	<input type="checkbox"/>	<input type="checkbox"/>
3	None	<input type="checkbox"/>	<input type="checkbox"/>
4	None	<input type="checkbox"/>	<input type="checkbox"/>
5	None	<input type="checkbox"/>	<input type="checkbox"/>
6	None	<input type="checkbox"/>	<input type="checkbox"/>
7	None	<input type="checkbox"/>	<input type="checkbox"/>
8	None	<input type="checkbox"/>	<input type="checkbox"/>

Agency: 998, 999, AA0, AA1

Fund: ALL, 100, 101, 102

Appr: ALL, 000, 001, 002

FY: 2003, 2002, 2001, 2000

Report Format: HTML, EXCEL 2000, EXCEL

Account Type: 01 - Asset, 02 - Liability, 03 - Fund Balance

Acct Prd: Year-to-Date, ☐ Across months

Notes:

- Agency, fund, appropriation and account type fields are multi-select! Hold down the Shift (range) or Ctrl (individual entries) key to select multiple values in those fields.
- You can select up to 64 entries in a field. Please use the 'ALL' value if you receive an error or cannot run the report.

You may create your own agency reports using any combination of sort fields, such as: Agency, Fund, Org, Appropriation, Long Bill Line Item, Object Code, Sub-Object Code.

You may select either single or multiple agencies, funds, appropriations and account types (the items in red) using the CTRL or SHIFT keys.

The report information can be pulled for a specific period or year-to-date as of the previous night's activity (no period end information is available on this screen).

Information is for ONE fiscal year only. We will discuss another way to pull information for multiple fiscal years later in this presentation.

Search Screens

- Operating Search
- Balance Search
- Transaction Search (both Operating and Balance sides of the transaction)
- Budget Search

12/11/2003

18

The Document Search screens (link on the left-hand side of the main screen) allow you to pull COFRS documents.

You may pull activity from the operating ledger (revenues and expenditures) using the Operating Search screen, activity from the balance ledger (assets, liabilities, fund balance) using the Balance Search screen, and activity from both sides of the transaction using the Transaction Search screen. Also, you may pull budget entries using the Budget Search screen.

Operating Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://dw.state.co.us/DSop.asp?ti= Go Links Norton AntiVirus

State of Colorado

Operating Search

Vendor Name:

Agency:
 999
 AA0
 AA1

Dept:
 A - Personnel
 B - Agriculture
 C - Corrections

Fiscal Year:
 2003
 2002
 2001

Accounting Period:

Trans ID:

Report Format:
 EXCEL 2000
 EXCEL

Object: From: To:

Revenue: From: To:

Account Type:
 18 - Memo Preencum
 19 - Memo Encum

Important Notes:

- Please enter some parameters for your search! If you search for all transactions in a fiscal year, the server will lock up!
- Vendor Name: Enter a full or partial name IN ALL CAPS or leave blank.
- Trans ID: Enter a full or partial transaction ID IN ALL CAPS or leave blank. Enter the transaction code in the 1st box, the transaction agency in the 2nd box and the transaction number in the 3rd box.
- Agency/Dept: If the Department field is 'Ignore', the search applies to the Agency. If a Department is selected, the Agency is ignored.
- Object: Both the From and To fields must contain a value IN ALL CAPS or the literal 'NONE'. To search for a single code, enter the same value in both fields.
- Revenue: Both the From and To fields must contain a value IN ALL CAPS or the literal 'NONE'. To search for a single code, enter the same value in both fields.
- Account Type: Multi-select, hold down Shift or Ctrl key to select multiple types.

[HOME](#) [HELP](#)

Done Internet

If you want to see activity for a specific vendor, type in the vendor name EXACTLY as it appears in the vendor file. It must be in ALL CAPS. Or, if you know the transaction ID, it can be input under Trans ID. Again, it must be in ALL CAPS.

You may also pull transactions with a specific Object or Revenue code, or a range. Type in these codes under Object or Revenue.

Since this screen has a lot of detail available (down to specific lines on the transaction), **please DO NOT attempt to pull all transactions for a fiscal year.** If you need to see all of this detail, please pull by each period (under Accounting Period) and combine using EXCEL 2000 or EXCEL report format. There are some safeguards built into these screens to minimize the risk of pulling too many lines.

Other Reports

- Create A Report II (Multiple FY)
- Grants
- Projects
- Other Reports
- Table Listings

On the left-hand side of the front page, Other Reports are listed. The next screens show examples of some of these reports.

State of Colorado

Create-a-Report: Multi-year

Sort Columns			
	Sort Field	Sub-totals	Show Name
1	None	<input type="checkbox"/>	<input type="checkbox"/>
2	None	<input type="checkbox"/>	<input type="checkbox"/>
3	None	<input type="checkbox"/>	<input type="checkbox"/>
4	None	<input type="checkbox"/>	<input type="checkbox"/>
5	None	<input type="checkbox"/>	<input type="checkbox"/>
6	None	<input type="checkbox"/>	<input type="checkbox"/>
7	None	<input type="checkbox"/>	<input type="checkbox"/>
8	None	<input type="checkbox"/>	<input type="checkbox"/>

Agency: 998, 999, AA0

Dept: Ignore, A - Personnel, B - Agriculture

FY: 2003, 2002, 2001

Report Format: HTML, EXCEL 2000, EXCEL

Account Type: 01 - Asset, 02 - Liability, 03 - Fund Balance

Through Accounting Period: Year-to-Date

Notes:

- The **FY** and **account type** fields are multiselect. Hold down the Shift (range) or Ctrl (individual entries) key to select multiple fiscal years or account types.
- You can select up to 64 entries in a field. Please use the 'ALL' value if you receive an error or cannot run the report.

Across Columns:

☐ Months

☒ Years

Use this version of Create-a-Report to create a multi-year report. You may create your own reports using any combination of sort fields, such as:

Department, Agency, Fund, Org, Appropriation, Long Bill Line Item, Object Code, Sub-Object Code.

The report information is for **multiple fiscal years**. Items in red have multi-select capabilities. You may select either YTD information (through the previous night's activity) or activity through the accounting period you choose.

The **Across Columns** field allows you to sort across either months or years. However, if you select **Across Years**, then the Fiscal Year field cannot be used as a sort field.

You may click on the boxes next to the sort fields to show subtotals or names of the fields.

Create A Report II

- Similar to the Agency, Organization and Department Create A Report screens.
- Allows you to select multiple years.
- Also allows you to pull data AS OF a selected period.
- However, you are unable to select a specific fund (which is available on the standard Create A Report screens).

12/11/2003

22

The Create A Report II screen may not be useful if you have changed agency codes or if you have changed the use of an object, revenue, or balance sheet account between fiscal years.

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <http://fdw.state.co.us/DStables.asp?ti=> Go



 **Table Listings** 

Table: Agencies (TABAGCY) **Fiscal Year:** 2003 **Report Format:** HTML EXCEL 2000 EXCEL **Run Report**

Table: Appropriation Codes (TABAPP2) **Dept:** A - Personnel **Fiscal Year:** 2003 **Report Format:** HTML EXCEL 2000 EXCEL **Run Report**

Table: Appropriation Funding Sources (TABAFSC) **Agency:** 998 999 AA0 **Fiscal Year:** 2003 **Report Format:** HTML EXCEL 2000 EXCEL **Run Report**

HOME **HELP**

Done Internet

Using the Table Listings reports, you may pull all data from specific COFRS tables.

The information is by department or agency. Some reports are statewide (such as the AGCY table). To run a statewide report (see top section of the page) choose the Table, Fiscal Year and Report Format and click Run Report in that section. As you can see, there are three sections, and three Run Report buttons.

To run a report by Department, click on the table you want to see in the second section, pick your Department and click Run Report.

To run a report by Agency, again click on the table you want in the third section, pick your Agency code and click Run Report.

Resources

Links are available for the following:

- User Help
- About FDW
- Report Notes (same as the links on the report selection pages)
- State Controller's Office website
- State of Colorado website
- COFRS Documentation on the web

12/11/2003

24

The User Help link is useful because it explains the following:

1. Ledgers, files and tables from COFRS that are currently being imported to the FDW.
2. Report naming conventions
3. Report screens
4. Output formats (differences between HTML, Excel 2000, Excel and PDF formats)
5. Special reports
6. Helpful hints

From the State Controller's Office website, you may pull up the Coded Long Bill and other authoritative guidance.

COFRS Documentation is available through the link on the front page.

Questions?

- For customized report requests, security/access or other questions please e-mail cofrs.csg@state.co.us.

(No additional notes on this page.)